

Administrative Coordinator

Summary of Position: The Administrative Coordinator is responsible for ensuring the smooth operation of the Theatre Calgary administration operations and providing support to members of the Theatre Calgary team.

Duties and responsibilities

Office Administration

- Maintain office equipment and rental agreements arranging repairs or replacements when necessary.
- Responsible for the ordering of the office supplies of the organisation including managing said budget.
- Arrange and accept deliveries.
- Assist in organising internal staff and board events when necessary.
- Ensure all annual licences are renewed and maintained. Includes but not limited to business Licences and Liquor licences.
- Other ad hoc administration duties such as printing, faxing, mail/overnight packages, couriers, copying, filing, and email/messages.
- Present a professional, welcoming first contact to all clients and patrons, board members, staff, media, etc. by phone, in person and email.
- Manages the general enquiries telephone line and all Theatre Calgary general email inboxes.
- Other ad hoc administration duties such as printing, faxing, mail/overnight packages, couriers, copying, filing, and email/messages.
- Present a professional, welcoming first contact to all visitors to Theatre Calgary.

Information Technology Administration

- Management of the annual budget for IT capital assets, ensuring that IT equipment for all team members is fit for purpose and are maintained.
- Liaising with Arts Commons IT for all Information Technology issues and requests regarding Theatre Calgary. This includes being Theatre Calgary's point of contact for the Avaya Phone system and SharePoint file Storage.

Finance and Human Resources Administration

- Responsible for receipt and deposit of all cheques and cash received within the administration offices. Ensuring that finance internal controls around cash handling are followed.
- Post and monitor job postings. Distribute applications to relevant departments.
- Assist the Finance team with Accounts Payable Entries.
- Support to the finance team including data entry during busy times.

Other

- Assist Executive and Artistic Director with scheduling meetings, booking travel, and reporting of expenses.
- Any other duties as assigned.

Experience and Qualifications

- 3+ years of relevant experience.
- Excellent written and verbal communication skills.
- Strong working knowledge of SharePoint considered an asset.
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint, and InDesign.
- Brilliant Multitasker.

Working conditions

This position is located within our office and is a full-time permanent position.

Physical requirements

Much of the role is desk based with long periods spent at a computer screen. This job also requires periods of standing and occasional lifting of up to 20 lbs.

Salary and Benefits

Salary: \$46,000-\$50,000 per year. Further benefit information will be provided to those who are invited to continue in the selection process.

About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.

Closing Date for Applications: June 7th, 2023 or until suitable candidate is found
Please submit applications to: careers@theatrecalgary.com

We thank all those expressing interest in the role but only those selected for interview will be contacted.